**Program Review Committee**

**Tuesday, November 19, 2013**

**3:30 p.m. – 5:00 p.m. in Library 149**

**Meeting notes**

Present: Kate Pluta, Manny Mourtzanos, Kathy Rosellini, Kim Nickel, Greg Chamberlain, Anna Agenjo, Meg Stidham

1. **Review and approve minutes/meeting notes—**November 5, 2013, Kristin Rabe, note taker

*\*Today’s note taker: Meg Stidham*

*Nov. 5 notes approved.*

1. **PRC Report to President, College Council and Senate**
   1. Due November 22 . Extended to Dec. 6.
   2. Review last year’s report
   3. Discuss draft (email from Kate) Members discussed draft at length. Kate will send a revised draft and members should provide feedback by Nov. 25.
2. **Review survey results (to be included in PRC Report)**

**Mike C. will create a summary of results to be included in the 2013 report**

1. **Identify Programs for 3-Year Review Pilot:**
   1. CTE: Vocational Nursing (Jennifer Johnson)
   2. ADMIN: Technology Support Services, Info and Media Services (Kristin Rabe)
   3. STUDENT SERVICES: Counseling (Sue Granger-Dickson)
   4. INSTRUCTIONAL: Sign Language (Tom Moran)

**Manny will verify that the individuals listed above are aware that they will be piloting 3-year review.**

1. **PRC task forces**
   1. Handbook: Anna, Kim, Lynn, Kristin (Mike for the Data Component)

Handbook needs a matrix of campus goals and how we address them in the goals section of the AU.

* 1. Comprehensive list of programs: Kate, Greg, Manny, Kathy R. (also Curriculum Committee co-chair?) to sit down with Nan G-H to determine the master list of programs. Also need to determine certificates of achievement (18 units – not 12). We are not focusing on the certificates of achievement during this cycle, but we will.

**Kate sent Nan a meeting request early this week.**

1. **Identify and Prioritize Future Projects**

* Review 3-year form
* Establish 3-year cycle
* Roll out 'Phase 2' (including Certificates of Achievement; Liberal Arts, Studies; and Gen Ed) \*Pilot a Comprehensive/Integrated Program Review

**Upcoming Events:**

November 22 PRC submits Summary to President and College Council for feedback

December 3 PRC meeting:

* Invite Bonnie Suderman and John Carpenter to talk about the CurricUNET program titles Assessment needs from Program Review. Kate will send invitation
* Kim and Kristin to complete the assessment extraction piece by November 25.
* *Discuss meeting days/times for Spring 2014*

December 6 PRC presents Summary to President and College Council

**Next meeting: December 3, 2013**